

18 February 1983

MEMORANDUM FOR: Chief, Professional Development

STAT FROM:

[redacted]
Director of Training and Education

SUBJECT: Assignment of Additional Responsibilities

1. I am taking advantage of the opportunity presented by the cancellation of the current SODC to assign to you additional responsibilities to assist me during the absence of the DD/OTE. As a start, it is requested that you assume the following:

a. Acting Chairmanship of the Curriculum Committee.

b. Officer in charge of research for and preparation of OTE's response to the Phase IV Long Range Plan action items.

2. As regards the Curriculum Committee, I want that Committee to maintain regular meetings and to continue its important coordination and screening function relating to new or changing OTE course offerings. In addition, as Acting Chairman I will look to you to provide whatever day-to-day guidance may be required by [redacted] in his curriculum review.

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3. As we have discussed, I believe that our response to the Phase IV Long Range Plan action items is an unusually important task. The reviews and reports requested in the attached memorandum focus on critically important areas, and Agency management deserves thoughtful and thorough responses to them. Equally important is my belief that if we conduct these reviews properly we can learn a great deal in the process which will be of use to us in properly allocating resources in the months to come. It is desired, therefore, that action on these items be initiated at an early date.

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Attachment

cc: EXO/OTE wo/att

